

# Asotin County Library Digital Navigator Employment Application

An Equal Opportunity Employer

Prior to beginning work, candidate will be required to submit proof of eligibility to be employed in the United States. Employment is dependent upon a background check and drug test.

In addition to filling out the Personal Data and Employment Record sections below, please submit a cover letter and resume. We'd like you to include information about the following:

This position requires a high level of knowledge about electronic devices, including hardware and software, as well as the willingness to learn about all the avenues of digital access in our area. Please tell us about your qualifications in these areas.

Tell us about your experience and level of comfort with various digital devices, operating systems, internet service providers, WiFi, home connectivity, hotspots, software such as Microsoft Office Suite, email accounts, social media.

The ability to explain digital access and technology to people of all skill levels is of high importance in this job. Please include any activities and experience which you feel would be helpful in this regard.

## PLEASE PRINT

Application date \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Other phone \_\_\_\_\_

Email address \_\_\_\_\_

Under 18? \_\_\_\_\_ yes \_\_\_\_\_ no

## EDUCATION

High School \_\_\_\_\_

	Name & Address	Dates	Diploma/Degree
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College	_____	_____	_____
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	Name & Address	Dates	Diploma/Degree
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Graduate school	_____	_____	_____
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	Name & Address	Dates	Diploma/Degree
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Other \_\_\_\_\_

Were you known by any other name at any school or job listed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what name? \_\_\_\_\_

Do you have a valid driver's license, a vehicle and insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Continued on next page*

**EMPLOYMENT RECORD** and/or any appropriate volunteer work.

Please complete in full. List most current/recent position first.

May we contact your current employer? \_\_\_\_\_yes \_\_\_\_\_no

Employer name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ From(mo/yr) \_\_\_\_\_

Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Your position \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ From(mo/yr) \_\_\_\_\_

Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Your position \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ From(mo/yr) \_\_\_\_\_

Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Your position \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Have you ever been convicted of a crime?** \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

NAME ADDRESS PHONE

1.

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2.

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3.

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I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize the Asotin County Library to contact any of my past employers to obtain information concerning my previous employment and /or education, except as otherwise indicated. I release Asotin County Library from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations.

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Date

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Signature of Applicant